



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

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17 Feb 04

COMBAT CENTER BULLETIN 5061

From: Commanding General
To: Distribution List

Subj: RELIEF, APPOINTMENT, AND RETIREMENT OF THE MARINE AIR GROUND TASK
FORCE TRAINING COMMAND (MAGTFTC), MARINE CORPS AIR GROUND COMBAT
CENTER (MCAGCC) SERGEANT MAJOR

Ref (a) MCO P5060.20

Encl: (1) Sequence of Events
(2) Ceremony Formation Diagram
(3) Key Personnel List

1. Situation. Per the reference, publish instructions for personnel participating in or supporting the subject ceremony.

2. Mission. A relief and appointment and retirement ceremony will be conducted on the Parade Field at 1400 on 19 March 2004. Sergeant Major James M. Ricker will relieve Sergeant Major Steven L. Clarke as the MAGTFTC, MCAGCC Sergeant Major. Sergeant Major Clarke will be retired by the Commanding General, MAGTFTC, MCAGCC.

3. Execution

a. Commander's Intent. Per the reference, execute a successful relief, appointment, and retirement ceremony.

(1) Band Officer. Ensure the Combat Center Band provides appropriate music as requested by the Commander of Troops to include music from 1340 to 1355, on 19 March 2004, per enclosure (1). Also provide a Drum and Bugler at the rehearsals on 17 and 18 March 2004.

(2) Director, Marine Corps Community Services (MCCS) Directorate. Ensure the availability and readiness of the West Gymnasium on 18 and 19 March 2004 in the event of inclement weather.

(3) Public Affairs Officer (PAO)

(a) Prepare a script, per enclosure (1), for the ceremony to include the following:

1 Introduction/purpose of the ceremony.

2 Pertinent excerpts from Sergeant Major Clarke's and Sergeant Major Ricker's orders.

(b) Ensure complete coverage of the ceremony is made in the Combat Center newspaper, the Observation Post.

(c) Coordinate media coverage of all activities associated with the relief and appointment ceremony.

(d) Invite local media/TV/radio representatives to the event.

(e) Provide a narrator.

(4) Provost Marshal's Office (PMO)

(a) Ensure the establishment of appropriate and expeditious entry procedures at the Main Gate for military and civilian guests on 19 March 2004.

(b) Ensure parking areas and appropriate signs are provided for the ceremony.

(c) Ensure that adequate traffic and crowd control measures are provided for the ceremony.

(d) Ensure that the roads are closed-off on Sturgis between 5th and 6th Streets to all traffic at 1300 on 19 March 2004.

(e) Ensure the back parking lot of the Exchange to include areas in and around 5th and 6th Street and Sturgis Street are cleared and secured the evening of 18 March 2004.

(f) Provide security throughout the event.

(5) Director, Communications and Data (C&D) Directorate. Ensure that appropriate public address systems and podium are provided for the ceremony and all rehearsals.

(6) Commanding Officer, Naval Hospital Twentynine Palms (NHTP)

(a) Provide one ambulance with corpsmen to be located on Sturgis between 5th and 6th Streets.

(b) Provide four corpsmen as ceremonial participants; one per platoon.

(c) Request use of 50 State flags.

(7) Director, Operations and Training (O&T) Directorate

(a) Provide staff assistance for the conduct of the ceremony.

(b) Provide photographic coverage of the ceremony.

(c) Provide appropriate news coverage over the local television distribution system.

(d) Coordinate audio-visual taping of entire ceremony.

(e) Mark the parade field per enclosure (2).

(f) Prepare and distribute the post and relief/retirement program.

(8) Protocol Officer

(a) Supervise setup of reviewing stands and canopy.

(b) Direct and supervise working parties and ceremony escorts in the performance of their duties.

(c) Coordinate Sergeants Major guest lists, invitations and seating arrangements.

(9) Director, Installations and Logistics (I&L) Directorate

(a) Ensure that Parade Field watering is terminated in sufficient time to ensure that the field is dry during the ceremony and rehearsals.

(b) Arrange for the maximum number of bleachers to be available at the Parade Field during the ceremony as depicted in enclosure (2) and ensure bleachers are in a good state of repair and police.

(c) Ensure grass is mowed prior to 18 March 2004.

(10) Commanding Officer, Headquarters Battalion (HQBN)

(a) Provide a battalion of Marines comprised of a Commander of Troops, two Company Commanders, four Platoon Commanders, two Company Guides, four Platoon Guides, four Platoon Sergeants, eight Marine Battalion Staff (Staff Noncommissioned Officer's (SNCO's) and Noncommissioned Officer's (NCO's)), and four Parade Platoons comprised of three squads of nine Marines. Provide nine Marines; one each in the rank of private through first sergeant to support the flag presentation to Sergeant Major Clarke.

(b) Provide the MCAGCC Color Guard.

(c) Provide 10 NCOs as escorts. Escorts will report to the Protocol Officer at 1030 on 10 March 2004 (utilities), and at 1300 on 19 March 2004 (Service Alpha's).

(d) Provide one NCO and 19 Marines for working party to report to the Protocol office building 1554 (CG's Conf Rm) at 1030, on the 10 March 2004 and 0730, 19 March 2004. Uniform for the working party is utilities.

(e) Provide the escorts and working party names to the Protocol Office no later than 8 March 2004.

(11) Director, Religious Ministries Directorate (RMD). Provide assistance as needed.

b. Concept of Operations

(1) Uniform and Equipment

(a) Uniform for the ceremony will be Service Alpha's (Ribbons and Badges) with Garrison Cover. Female Marines will wear slacks and oxfords.

(c) Color Guard. Will wear the green harness.

(d) Spectators

1 Military. Service Alpha's.

2 Civilians. Appropriate civilian attire.

(2) Rehearsals

(a) Rehearsal schedule for key personnel, to include commander of troops, parade staff, company commanders, company guide on bearers, platoon commanders, platoon guides, squad leaders, platoon sergeants, color guard, and Combat Center Band representatives is as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
11 March 2004	0800	CG's Conference Room (Key Personnel Chalk)
15 March 2004	0800	Parade Field (Key Personnel)
16 March 2004	0800	Parade Field (Key Personnel)
17 March 2004	0800	Parade Field (All Hands)
18 March 2004	0800	Parade Field (All Hands)
18 March 2004	1400	Base Theatre (Inclement Weather Plan)

(b) Uniform for rehearsals will be camouflage utilities.

(c) Inclement Weather Plan to be published


(3) Briefs. There will be a Planning Conference on, 19 February 2004, from 0830 - 1000, and a confirmation brief on, 11 March 2004, from 1400 - 1530 in the CG's conference room. These meetings require all those Directorates and Battalions tasked in this bulletin to have a representative present.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Bulletin can be viewed at <https://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

5. Command and Signal

a. Signal. This Bulletin is effective the date signed.

b. Command. This Bulletin is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

Sequence of Events

1000. General. The appearance and movement of troops in formation are the primary considerations of a ceremonial parade. The preparation, organization of troops, and the conduct of a ceremonial parade require familiarity with those chapters for platoon, company, battalion, and regimental drill as well as organizational and parade staff. Normally a parade consists of the following elements:

1. Pre-parade serenade by the band.
2. Forming the staff, and posting the adjutant.
3. March on and formation of the command (forming without a march on is optional).
4. Trooping the colors if appropriate for the type of ceremony. (omitted).
5. "Sound Off" and trooping the line by the band.
6. The manual of arms. (omitted).
7. Receiving reports and publishing orders by the adjutant.
8. Officer's center.
9. Presentation of the command and honors to the reviewing officer.
10. Presentation of awards, promotions, retirements, changes of command, relief, and appointment of the sergeant major, etc.
11. March in review.
12. Additionally, bayonets may be fixed, if desired, and, at evening parade, retreat may be included as part of the ceremony. (omitted)

1001. Formations. The battalion is formed per the procedures prescribed in chapter 11. The basic formation the commander has chosen is Battalion on line, company on line.

1002. Commander of troops. The senior officer taking part in a ceremony is designated as the commander of troops. The commander of troops is responsible for the formation, presentation, and march in review. When a commander acts as the reviewing officer for the parade, the commander designates another officer as commander of troops.

1003. Preparation. The line on which troops are to form and along which they are to march is marked out or otherwise designated by the sergeant major or senior enlisted of the unit. The post of the reviewing officer, opposite the center of the line of troops, is marked on each flank with a dress guidon. Additionally, commander's posts, unit guide's posts, and turning points for approaching the line of troops may also be marked. Paragraph 15007 of this Manual provides details for marking a parade field.

ENCLOSURE (1)

1004. Sequence of events, pre-parade serenade through the Adjutant taking post

1. H-Hour-20 Minutes (1340). The MCAGCC Band plays ceremonial music.
2. H-Hour-15 Minutes (1345)
 - a. Enclosure (1) a. The organization is formed in the assembly area. Troops are at parade rest.
 - b. The organizational/parade staff is in position near the reviewing stand.
3. H-Hour-5 Minutes (1355)

NARRATOR: "LADIES AND GENTLEMEN, THE CEREMONY IS ABOUT TO BEGIN PLEASE BE SEATED."

COT: To form the staff for a parade or other ceremony, the commander moves to a position in front of the reviewing stand and centered between the dress guidons, halts facing the reviewing stand and command "Staff, FALL IN." The members of the staff move from their positions on the left and right sides of the reviewing stand and form in front of, centered on and facing the commander. When the staff falls in they do not raise their arms nor turn their heads and eyes to the right for alignment. Once the staff is in position the commander does an about face and faces the line of troops.

4. H-Hour (1000)

NARRATOR: "GOOD MORNING, LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING GENERAL BRIGADIER GENERAL CHRISTIAN B. COWDREY WELCOME TO THE RELIEF, APPOINTMENT AND RETIREMENT CEREMONY OF THE MARINE AIR GROUND COMBAT CENTER SERGEANT MAJOR. TODAY SERGEANT MAJOR STEVEN L. CLARKE WILL BE RELIEVED BY SERGEANT MAJOR JAMES M. RICKER.

TODAY'S PARADE IS BEING EXECUTED BY THE ENLISTED MARINES AND SAILORS OF HEADQUARTERS BATTALION."

"LADIES AND GENTLEMEN, PLEASE RISE FOR THE INVOCATION BY CHAPLAIN ISINKAIYE, UNITED STATES NAVY, RESERVE."

CHAPLAIN: Delivers the invocation.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED."

COT: Commander of troops commands "TAKE YOUR POST."

ADJUTANT: The adjutant moves by the most direct route to a position on the line of march.

NARRATOR: (AS THE ADJUTANT MOVES INTO POSITION) "PRESENT DAY PARADES IN THE MARINE CORPS HAVE THEIR BASIS IN BOTH HISTORY AND TRADITION, THE MASSED FORMATION OF TROOPS ON ONE LONG LINE AT CLOSE INTERVAL, MADE POSSIBLE THE MASSING OF FIREPOWER FROM MUZZLE LOADED MUSKETS OF YESTERDAY. IN THOSE EARLY DAYS, THE LINE OF BATTLE WAS JUST

ENCLOSURE (1)

THAT, A LINE OF TWO OR THREE RANKS, AND LOOKED MUCH LIKE THE PARADE FORMATION YOU WILL SEE TODAY. THE ADJUTANT FORMS THE LINE FOR BATTLE."

1005. To form in line with companies in line for Battalion formations and ceremonies

ADJUTANT: The adjutant takes post on the line 6 paces from and facing where the right flank of the battalion will rest and orders "Sound, ATTENTION."

BAND: The band sounds "Attention."

CO CMDRS: At the sounding of "Attention," the companies are brought to attention and to right shoulder arms from front to rear or from right to left.

A CO GUIDE: Once both companies are at attention and right shoulder arms the Alpha Company Guide will execute "Ready Guidon" as a signal to the adjutant.

ADJUTANT: After the entire battalion is at attention and at right shoulder arms, the adjutant orders the band to "Sound, ADJUTANT's CALL."

BAND: The band plays "Adjutant's Call" and "Semper Fidelis."

CO CMDRS: Companies are marched from the left flank of the parade field in column of threes so as to arrive at positions on the line of troops successively from right to left. The command of execution for their movement is so timed that they will step off at the first note of the march following "Adjutant's Call."

COLOR GUARD: The color guard will march onto the parade field with the battalion, when approaching its position on the line of march the color guard will execute a left turn, march forward to their position in the line of troops, mark time, halt and go to order colors. The color guard will execute all commands with the color company except that it will remain at the order during the manual of arms.

COT: The staff, on the first note of the music following "Adjutant's Call," march forward on command of the commander of troops from their position in front of the reviewing area to a post midway between the reviewing area and the line of troops and halt facing the line of troops.

CO CMDRS: As the company commander and guide arrive at a position abreast of their position in formation they execute a left flank, march forward to their positions and halt. The guide goes to order guidon; the company commander faces about towards the company.

PLT CMDRS: As each platoon approaches its position on the line, the platoon commander orders "GUIDE ON LINE."

ENCLOSURE (1)

PLT GUIDES: The platoon guide goes to port arms and double times to a position to the left of where the platoon's squad leaders will halt, halts facing the adjutant, and goes to order arms.

CO CMDRS: The company commander then gives the command "Mark Time, MARCH" so that the left squad leaders mark time beside the platoon guides. After 4-8 counts of mark time the company commander gives the command "Company, HALT." Once all platoons are halted the company commander gives the command to "Order, ARMS." The company commander then commands, "Left, FACE." The platoons, except for the guides, face to the left.

PLT CMDRS: Platoon commanders, after facing left move to their position 6 paces in front of and centered on the platoon, halts from the oblique, with the platoon to his/her rear.

CO CMDRS: When all platoon commanders are in position the company commander commands "DRESS RIGHT."

PLT CMDRS: Platoon commanders face their platoons, and in sequence from right to left, command, "Dress Right, DRESS." The platoons are aligned as indicated in paragraph 9009. When the platoon commanders have finished aligning their platoons they command "Ready, FRONT" and "COVER," move back to their positions 6 paces and centered on their platoons, halt from the oblique, with the platoon to his/her rear.

ADJUTANT: On the command of "FRONT," by the first platoon commander in the line the adjutant moves by the most direct route to a position midway between the line of company commanders and the battalion commander and faces the battalion.

CO CMDRS: Once the platoon commanders are in their position the company commander faces about.

ADJUTANT: After all units have finished dressing right, the adjutant commands "Guides, POST."

PLT GUIDES: At the command "POST," the guides move to their normal positions in ranks. To do this, the guides take one step forward, and then take one step to the right, halts and execute an about face.

ADJUTANT: The adjutant commands "Parade, REST" and "SOUND OFF." The battalion, except for the commander of troops, the staff, and adjutant go to parade rest.

BAND: The band sounds off, marches down the line of troops, countermarches, marches back down the line of troops and returns to its position in formation.

ADJUTANT: Once the band is back in position and has stopped playing; the adjutant commands "Battalion, ATTENTION" and "Present, ARMS." The battalion executes attention and present arms.

COLORGUARD: The color guard riflemen execute present arms and the colors go to the carry. However, the commander of troops does not receive a salute from the organizational color unless the commander of troops is the battalion commander or officer of higher rank.

1006. Sequence of events for presentation of the command

ADJUTANT: Once the battalion is at present arms the adjutant faces the commander of troops, salutes and reports, "SIR, THE PARADE IS FORMED."

COT: The commander of troops returns the adjutant's salute and commands "TAKE YOUR POST."

ADJUTANT: The adjutant cuts his salute and marches by the most direct route to the designated post in the staff, halts and faces the line of troops.

COT: The commander of troops commands "Order, ARMS" and directs the adjutant to "RECEIVE THE REPORT, SIR."

ADJUTANT: The adjutant moves to a position 3 paces in front of the commander of troops, facing the line of troops and commands "REPORT."

CO CMDRS: Company commanders, in succession, from right to left, salute the adjutant with their head and eyes to the front and report, "___Company, All Present or Accounted For."

ADJUTANT: The adjutant turns his head towards the company commander reporting, but returns the head to the front when returning each company commander's salute. After the last company has reported, the adjutant faces the commander of troops and reports "Sir, All Present or Accounted For."

COT: The commander of troops returns the adjutant salute and commands "PUBLISH THE ORDERS."

ADJUTANT: The adjutant terminates the salute, faces the line of troops and publishes the orders.

"ATTENTION TO ORDERS."

"Headquarters, Marine Corps Air Ground Combat Center"

"19 March 2004"

"The Officer of the day today is RANK LAST NAME"

"The Officer of the day tomorrow is RANK LAST NAME"

"By order of Christian B. Cowdrey, Brigadier General"

"United States Marine Corps, Commanding."

"OFFICERS"- "CENTER"- "MARCH."

NOTE: (A sufficient pause between the above command is necessary for the officers and guides to execute the movements.)

ENCLOSURE (1)

CO/PLT CMDRS: On the command "OFFICERS" the company commanders and platoon commanders stand fast.

CO GUIDES: On the command "OFFICERS" the company guides goes to carry guidon.

CO/PLT CMDRS/CO GUIDES: On the command "CENTER" company commanders, platoon commanders and company guides face left/right towards the center of the parade field.

BAND: On the command "MARCH," the band plays "Officers Center March."

ADJUTANT: On the command "MARCH," the adjutant returns by the most direct route to the designated position in the staff.

PLT CMDRS/CO GUIDES: On the command "MARCH," the platoon commanders and guides march directly to their positions in the center of the parade field halt and face left/right towards the commander of troops at close interval.

CO CMDRS: The company commander's oblique slightly forward in order to form on a line approximately 4 paces in front of the line of guides halt and face left/right towards the commander of troops at close interval.

SR CO CMDR: Once all officers and guides have halted and faced the commander of troops, the senior company commander commands, "Forward, MARCH."

NOTE: As the ranks of officers and guides advance towards the commander of troops, alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

SR CO CMDR: As they approach the commander of troops the senior company commander commands "Officers, HALT." The ranks of officers and guides are halted approximately 6 paces from the commander of troops and salute.

NOTE: The officers and company guides execute a four- count halt. On the first two counts, the officers and guides execute a halt. On the third count all pause, and on the fourth count the officers execute a hand salute and the company guides present guidons.

COT: The commander of troops returns the salute and commands, "Ready, TWO."

CO/PLT CMDRS: On the command "Ready," the officers stand-fast.

CO GUIDES: On the command "Ready," guides re-grasp the guidon as the first count of carry guidon.

CO/PLT CMDRS: On the command "TWO," officers cut their salute.

CO GUIDES: On the command "TWO," guides go to carry guidon.

COT: The commander of troops then commands "POST"- "MARCH."

ENCLOSURE (1)

CO/PLT CMDRS/CO GUIDES: On the command of "POST," all officers and guides execute an about face.

CO/PLT CMDRS/CO GUIDES: On the command of "MARCH," all officers and guides step off and march back towards the battalion formation.

NOTE: Alignment is maintained towards the center, with the officer in the center of the leading rank setting the step and direction.

SR CO CMDR: When the officers are nearing the battalion formation the senior company commander commands "Officers, HALT;" and "POST"- "MARCH."

NOTE: The officers are halted so that the rank of platoon commanders are 6 paces from the line of troops.

CO/PLT CMDRS/CO GUIDES: On the command of "POST," all officers and guides face left/right in the direction of their companies. On the command of "MARCH," officers and guides step off in succession at 4-pace intervals. (The Marine at the head of each file steps off, then every fourth step the next Marine steps off so as to be in step with the music.) Then, by the most direct route, return to their posts, halt and face front.

NOTE: Guidon bearers step off with their company commander and when reaching their post, halt, face front and go to order guidon.

Company commander's oblique inboard so that they are 1 pace in front of their guidon bearer upon reaching their post. They halt and face front.

BAND: When all officers and guides have returned to there posts the band stops playing music.

COT: The commander of troops then, so only the staff can hear, commands "BOX THE STAFF."

ADJUTANT: The adjutant boxes the staff by giving the following commands; "Staff, Left, FACE, Staff, Column Right, MARCH" (second column right is executed without command. Once each staff member has reached their new position they automatically mark time).

"Staff, HALT."

"Staff, Right, FACE."

COT: Once the staff is in its new position the commander of troops faces the reviewing area.

RO: The reviewing officer then takes position centered between the dress guidons at attention.

COT: The commander of troops, seeing the reviewing officer in position, faces the battalion.

ENCLOSURE (1)

NARRATOR: "LADIES AND GENTLEMEN, PLEASE RISE FOR HONORS TO CHRISTIAN B. COWDREY, COMMANDING GENERAL, MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS."

COT: The commander of troops commands "Present, ARMS," the command executes present arms. The commander of troops faces about and commands "Staff Present, ARMS." The staff executes present arms.

COLOR GUARD: The color guard executes present arms from the order. The organizational color "dips" on the first note of music.

BAND: The band plays "Ruffles and Flourishes."

RO: The reviewing officer returns the salute of the commander of troops.

COT: The commander of troops commands "Staff Order, ARMS". The staff executes order arms. The commander of troops faces about and commands "Order, ARMS." The command executes order arms. The commander of troops then faces about.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

1007. SEQUENCE OF EVENTS FOR THE RELIEF AND APPOINTMENT CEREMONY WITH PRESENTATION OF AWARD

SGTS MAJ: The outgoing and incoming sergeant major takes their position on the left side of the reviewing area.

COT: The commander of troops seeing the sergeants major in position commands "Sergeants Major, Front and Center, MARCH."

SGTS MAJ: The sergeant's major moves from their positions in the reviewing stand to positions 5 paces in front of the reviewing area, the old sergeant major on the right. The old sergeant major will carry the sword of office in the unrigged carry position under the left arm.

NARRATOR: Once the sergeants major are in position the narrator will announce:

FROM: COMMANDANT OF THE MARINES CORPS
TO: SERGEANT MAJOR STEVEN L. CLARKE
SUBJ: PERMANENT CHANGE OF STATION

YOU ARE HEREBY RELIEVED FROM YOUR PRESENT DUTY AND ARE DIRECTED TO PROCEED AND REPORT TO

"SINCE 1875 NONCOMMISSIONED AND STAFF NONCOMMISSIONED OFFICERS HAVE CARRIED THE NONCOMMISSIONED OFFICER SWORD AS A SYMBOL OF THEIR ABILITY AND PRESTIGE AS ENLISTED LEADERS OF THE MARINE CORPS. THE SERGEANT MAJOR AS THE SENIOR ENLISTED LEADER AND ADVISOR IS THE KEEPER OF TRADITIONS FOR HIS UNIT. TODAY'S EMBLEMATIC PASSING OF THE SWORD OF OFFICE SIGNIFIES THE

ENCLOSURE (1)

TRANSFER OF THIS SACRED TRUST FROM ONE SERGEANT MAJOR TO ANOTHER."

SGT MAJ CLARKE: As the narrator begins reading, the old sergeant major then steps front and center of the unit commander, salute and reports "Sir, Sergeant Major Clarke reporting as the old sergeant major."

RO: The unit commander returns the salute and states, "You are relieved."

SGT MAJ CLARKE: The old sergeant major then yields the responsibility of his post by surrendering the sword of office to the unit commander, who places it at unriggered carry. The old sergeant major then moves to his new position approximately 3 paces to the left and abreast of the unit commander.

NARRATOR: FROM: COMMANDANT OF THE MARINES CORPS
TO: SERGEANT MAJOR JAMES M. RICKER
SUBJ: PERMANENT CHANGE OF STATION

YOU ARE HEREBY RELIEVED FROM YOUR PRESENT DUTIES AND ARE DIRECTED TO PROCEED AND REPORT TO THE COMMANDING GENERAL, MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER, TWENTYNINE PALMS, CALIFORNIA, FOR DUTY.

SGT MAJ RICKER: The new sergeant major then steps front and center of the unit commander, salutes and reports "Sir, Sergeant Major Ricker reporting as the new sergeant major."

RO: The unit commander returns the salute and passes the sword to the new sergeant major, who assumes the unriggered carry. The unit commander then states "TAKE YOUR POST."

SGT MAJ RICKER: The new sergeant major then moves to his position between the unit commander and old sergeant major.

SWORD NCO: The noncommissioned officer designated to retrieve the sword then moves behind the new sergeant major, takes the sword, places it at the unriggered carry and marches from the field.

1008. SEQUENCE OF EVENTS FOR THE PRESENTATION OF AWARD

COT: The commander of troops commands "Person to be Decorated, Retired and All Colors, Center, MARCH."

COT/STAFF: On the command "Colors," the staff stands fast. On the command "Center," the staff executes a right face and the commander of troops commands "MARCH," the staff marches 8-10 paces, halts, and executes a left face.

COLOR GUARD: On the command "Colors," the color guard goes to carry colors.

ENCLOSURE (1)

COT: The commander of troops, once the staff has cleared, marches forward to a point, 10 paces in front of the color guard, halts, salutes, faces about and commands "Forward, MARCH."

COT/COLOR GUARD: On the command of execution "MARCH," the commander of troops and the color guard step off and march forward to a point approximately 10 paces in front of the reviewing officer.

STAFF: As the color guard passes, the staff executes left face and returns 8-10 paces to its previous position, and executes a right face.

SGT MAJ CLARKE: Once the commander of troops and staff are in position, the person being decorated takes his position 5 paces in front of the color guard.

COT: The commander of troops then salutes the reviewing officer and reports, "Sir, Person to be Decorated, Retired and All Colors are Present."

RO: The commander returns the commander of troops' salute and commands "PRESENT THE COMMAND."

COT: The commander of troops steps right in marching and moves to a position in front of the staff, saluting the colors as the Marine passes them, halts facing the line of troops.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO OUR NATIONAL COLORS."

COT: The commander of troops commands "Present, ARMS." The unit executes. The commander of troops faces the reviewing area and commands "Staff, Present, ARMS." The commander of troops and staff executes.

COLOR GUARD: The color guard riflemen execute present arms, from the carry upon command of the staff.

RO/SGTS MAJ/

ORGANIZATIONAL COLOR BEARER: On the first note of the "National Anthem" the reviewing officer and sergeants major executes a hand salute and the organizational color bearer presents colors. After the last note of the "National Anthem" the organizational color bearer returns to the carry position. The reviewing officer and sergeants major terminates their salute.

BAND: The band plays the "National Anthem."

COT: After the last note of the "National Anthem" the commander of troops commands "Staff, Order, ARMS." The commander of troops, staff, and color guard go to the order. The commander of troops then faces the line of troops.

NARRATOR: "LADIES AND GENTLEMEN, PLEASE BE SEATED."

ENCLOSURE (1)

COT: The commander of troops commands "Order, ARMS." The unit executes.
The commander of troops then faces the reviewing area.

RO/SGT MAJ RICKER: The reviewing officer, assisted by the sergeant major now moves forward and presents the award.

NARRATOR: As the reviewing officer arrives in front of the award recipient the narrator reads the award citation.

RO/SGT MAJ RICKER: As the reviewing officer arrives in front of the award recipient the narrator reads the award citation and the reviewing officer attaches the medal over the left breast pocket of the recipient. When the medal is attached the reviewing officer and recipient shake hands. Immediately after shaking hands, the award recipient salutes the reviewing officer, who returns the salute.

NARRATOR: READ AWARD CITATION.

NCO: The award and binder NCO will march to a position left and abreast of the sergeant major.

NARRATOR: CERTIFICATE OF RETIREMENT
FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA
TO ALL WHO SHALL SEE THESE PRESENTS, GREETING THIS IS TO CERTIFY
THAT SERGEANT MAJOR STEVEN L. CLARKE HAVING SERVED FAITHFULLY AND
HONORABLY WAS RETIRED FROM THE UNITED STATES MARINE CORPS ON THE
FIRST DAY OF TWO THOUSAND AND FOUR
M. W. HAGEE
GENERAL, UNITED STATES MARINE CORPS
COMMANDANT OF THE MARINE CORPS

NARRATOR: CERTIFICATE OF APPRECIATION
FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES
SERGEANT MAJOR CLARKE,
I EXTEND TO YOU MY PERSONAL THANKS AND THE SINCERE APPRECIATION
OF A GRATEFUL NATION FOR YOUR CONTRIBUTION OF HONORABLE SERVICE
TO OUR COUNTRY. YOU HELPED TO MAINTAIN THE SECURITY OF THE
NATION DURING A CRITICAL TIME IN ITS HISTORY WITH A DEVOTION TO
DUTY AND A SPIRIT OF SACRIFICE IN KEEPING WITH THE PROUD
TRADITIONS OF MILITARY SERVICE. YOUR COMMITMENT AND DEDICATION
HAVE BEEN AN INSPIRATION FOR THOSE WHO WILL FOLLOW IN YOUR
FOOTSTEPS, AND FOR ALL AMERICANS WHO JOIN ME TODAY IN SALUTING
YOU FOR A JOB EXTREMELY "WELL DONE." MY BEST WISHES TO YOU FOR
HAPPINESS AND SUCCESS IN THE FUTURE.
GEORGE W. BUSH
COMMANDER IN CHIEF.

DEAR SERGEANT MAJOR CLARKE,
THE MARINE CORPS HAS BEEN YOUR OCCUPATION AND FAMILY FOR MANY
YEARS PAST, AND I AM CERTAIN THE MEMORIES, INTERESTS, AND THE
FUTURE OF THE CORPS WILL REMAIN WITH YOU FOREVER.
MANY DESIRE TO ATTAIN YOUR ACCOMPLISHED GOALS, BUT FEW CAN

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COMPARE TO YOU. YOU HAVE CLEARLY DEMONSTRATED THE EXCEPTIONAL LEADERSHIP QUALITIES AND PROFESSIONAL CONTRIBUTIONS WE SEEK OF OUR SENIOR MARINES. WE ARE PROUD, AS YOU MUST BE, OF YOUR SUCCESSFUL CAREER. AS A TEACHER TO YOUNG MARINES, A SOURCE OF WISE COUNSEL, AND AS AN EXAMPLE OF THOSE SOLDIERLY VIRTUES WE SO ADMIRE, YOU HAVE MADE A MARK ON THE CORPS THAT WILL REMAIN LONG AFTER YOU HAVE LEFT OUR ACTIVE RANKS. THERE ARE MANY YOUNG MARINES YOU HAVE INFLUENCED WHO WILL CARRY ON IN THE SAME FINE TRADITION THAT HAS ALWAYS CHARACTERIZED THE UNITED STATES MARINE CORPS. YOU HAVE MY BEST WISHES FOR GOOD HEALTH AND CONTINUED SUCCESS IN THE YEARS AHEAD.

SEMPER FIDELIS,

M. W. HAGEE

GENERAL, UNITED STATES MARINE CORPS

COMMANDANT OF THE MARINE CORPS. DEAR SERGEANT MAJOR CLARKE,

ON BEHALF OF ALL ENLISTED MARINES, PLEASE ALLOW ME TO ADD MY CONGRATULATIONS TO THOSE BEING EXTENDED BY YOUR MANY FRIENDS AND ADMIRERS AS YOU BRING TO AN END YOUR YEARS OF DEDICATED SERVICE TO OUR COUNTRY AND CORPS. YOUR PATRIOTISM, DEVOTION TO DUTY, AND ESPRIT DE CORPS WILL CONTINUE TO SERVE AS AN EXAMPLE FOR MARINES WHO FOLLOW IN YOUR FOOTSTEPS. THANK YOU FOR YOUR PROFESSIONALISM AND SUPPORT IN MOLDING OUR CORPS' MARINES OF THE FUTURE. MAY YOU ALWAYS LOOK BACK ON YOUR ACCOMPLISHMENTS WITH GREAT PRIDE. ONCE A MARINE, ALWAYS A MARINE.

SEMPER FIDELIS,

JOHN L. ESTRADA

SERGEANT MAJOR OF THE MARINE CORPS

NARRATOR: THIS CERTIFIES THAT THE ACCOMPANYING AMERICAN FLAG WAS FLOWN OVER THE MARINE CORPS AIR GROUND COMBAT CENTER FOR SERGEANT MAJOR CLARKE ON DAY MONTH 2004 FOR HIS DEDICATED AND FAITHFUL SERVICE TO THE UNITED STATES MARINE CORPS. AN OFFICER OF THE DAY LOGBOOK ENTRY WAS MADE ATTESTING TO THIS FACT.

JAMES D. NICHOLS,

COLONEL, U. S. MARINE CORPS,

CHIEF OF STAFF,

MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER.

RO/SGTMAJ: The reviewing officer will deliver the citation and an American Flag to the retiree. Once items have been delivered the reviewing officer and sergeant major will return to the reviewing area.

COT: The commander of troops commands "Parade, REST." The command executes parade rest. The commander of troops then faces the reviewing area and commands "Staff, Parade, REST."

NOTE: The commander of troops, staff, color guard, unit commander and sergeants major execute parade rest.

NARRATOR: "FLOWERS ARE NOW BEING DELIVERED TO MRS. CLARKE AND MRS. RICKER BY NCOQ RANK LAST NAME AND MOQ RANK LAST NAME."

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NCOQ RANK LAST NAME AND MOQ RANK LAST NAME WERE SELECTED AS THE HEADQUARTERS BATTALION NCO AND MARINE OF THE QUARTER FOR THE FIRST QUARTER, 2004.

NOTE: Once flowers have been presented and NCOQ RANK LAST NAME and MOQ RANK LAST NAME have departed the reviewing stand the narrator will deliver the microphone to the Reviewing Officer and return to the podium.

RO/SGT'S MAJOR: The reviewing officer makes remarks. The microphone is then passed to the old sergeant major for remarks and then the new sergeant major for remarks. Once all remarks are completed the reviewing officer and sergeants major will return to their positions.

NARRATOR: Once all remarks are completed the microphone is retrieved.

COT: The commander of troops commands "Staff, ATTENTION."

NOTE: The commander of troops, staff, color guard, unit commander and sergeants major execute attention.

COT: The commander of troops then faces the line of troops and commands "Battalion, ATTENTION." The battalion executes. The commander of troops then faces the reviewing area.

COT: The commander of troops, seeing the reviewing officer back in position, commands "POST THE COLORS."

COLOR GUARD: The color guard executes carry colors on command from the color sergeant.

COT: The commander of troops commands "Staff, Right, FACE" and "Staff, Forward, MARCH." The commander of troops and staff execute. The commander of troops and staff march forward, per paragraph 14003.4, sufficiently for the colors to pass, halts and executes a left face. When the colors have passed the commander of troops moves the staff back to its position, halts and executes a right face on command of commander of troops. However, the commander of troops faces the line of troops. When the color guard is in position, and at order colors, the commander of troops faces the reviewing area.

COLORGUARD: The color guard executes a countermarch and moves back to its position in formation, countermarches, halts and goes to order colors.

SGT MAJ CLARKE: The award recipient march to his position in the reviewing area, and form a line at normal interval, to the left of the reviewing officer.

1009. SEQUENCE OF EVENTS TO MARCH IN REVIEW IN COLUMN FROM A BATTALION LINE, COMPANY LINE FORMATION

COT: After completing the presentation of award and the battalion is at attention, the commander of troops faces the reviewing officer.

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RO: The reviewing officer commands "MARCH THE COMMAND IN REVIEW."

COT: The commander of troops faces the line of troops and commands "PASS IN REVIEW" and "Right, FACE."

NOTE: On the command of execution "FACE," all hands face to the right. The platoon guides move to their position in front of the right squad. The platoon commanders move to their position at the head of their platoons. The company commanders and company guides then move to their positions at the head of their companies.

COLOR GUARD: The color guard, on the command "Right, FACE," goes to carry colors, executes a right turn, halts and remains at the carry.

COT: The commander of troops commands "Right Shoulder, ARMS." The battalion executes right shoulder arms. The commander of troops commands "Forward, MARCH." The entire battalion steps off.

BAND: The band plays "Semper Fidelis."

COT: The commander of troops and staff step off when the command of execution "MARCH" is given by the commander of troops. The commander of troops steps to the left in marching and picks up the half step. The staff executes a right turn from the halt, covers on the commander of troops and picks up the half step. When the staff has completed the turn the commander of troops commands "Staff, Forward, MARCH."

The commander of troops and staff marches down the line and execute two left turns in order to be positioned at the head of the column in front of the battalion.

CO CMDRS: The company commanders, as they approach each turning point give the command of "Column Left, MARCH" for themselves and the company guide.

PLT CMDRS: Platoon commanders give their platoons "Column Left, MARCH" in order to maintain their positions in the company column.

COLOR GUARD: The color guard executes left turns at the turning points.

NOTE: All column movements are made "inside" the line formed by the dress guidon. The platoon guides use the dress guidons as markers to set the direction of march for the platoon.

As the commander of troops, company commanders, platoon commanders and the color guard approach the reviewing area the command of eyes right will be given.

COT: As the commander of troops and the staff approach the reviewing area the commander of troops commands "Staff, Eyes, RIGHT," as the reviewing area is cleared, "Staff, Ready, FRONT." The commander of troops and the staff continue to march down the line of troops to the end of the reviewing area, or other designated point, where three right turns are executed in order to place the staff in position to observe the march in review.

The commander of troops gives the commands of "Hand, SALUTE," and "Ready, TWO," as the color guard passes the staff's position.

CO CMDRS: As each company commander approaches the reviewing area the commander gives the command of "Eyes, RIGHT" for themselves and the company guide. After passing the second dress guidon the company commander commands "Ready, FRONT." The company continues to march down the line of march and from the field.

PLT CMDRS: Platoons execute "Eyes, RIGHT" on the command of their platoon commander. After the rear of the platoon has cleared the reviewing area the platoon commander then commands "Ready, FRONT."

COLOR GUARD: The color guard executes eyes right and ready front on command of the senior color bearer. The organizational colors salutes during eyes right if the reviewing officer rates such a salute.

BAND: As the last company begins executing eyes right the band plays "Auld Lang Syne," "Anchors Aweigh" followed by the "Marine's Hymn."

COT: After the rear element of the command has passed the staff's position and exited the field, the commander of troops faces the reviewing officer, salutes, and reports "Sir, The parade is concluded."

RO: Returns the commander of troops salute.

COT: After the salute is returned the commander of troops will dismiss the Staff.

NARRATOR: "LADIES AND GENTLEMEN, THIS CONCLUDES TODAY'S CEREMONY. ON BEHALF OF THE COMMANDING OFFICER, OFFICERS, AND MARINES AND SAILORS OF HEADQUARTERS BATTALION, THANK YOU FOR YOUR ATTENDANCE."

ENCLOSURE (1)

Bleachers

Bleachers

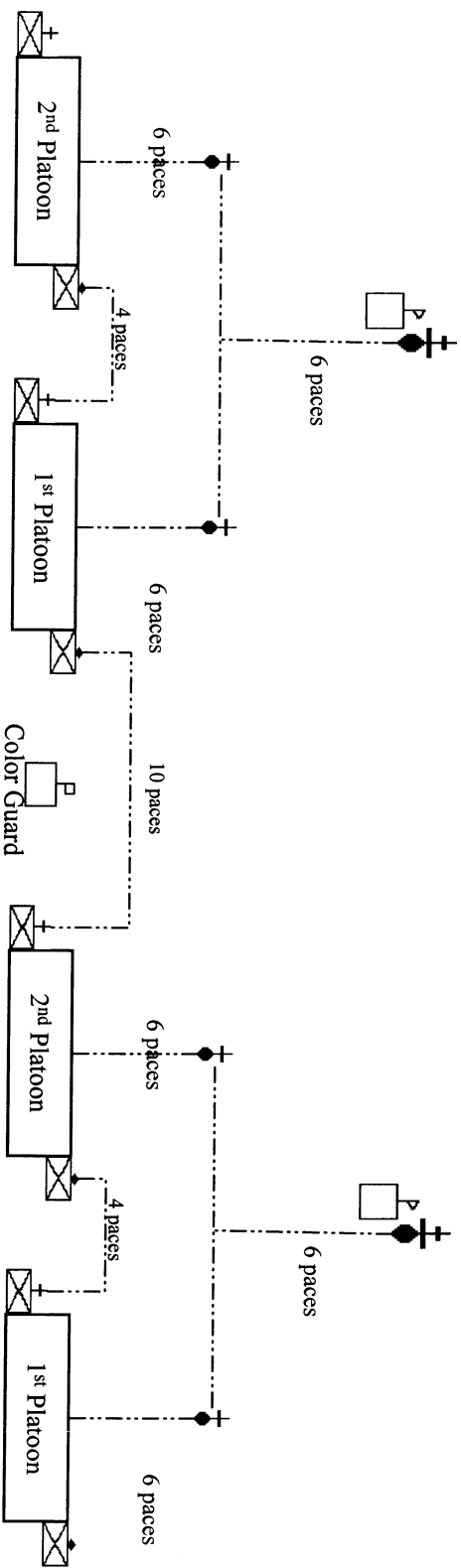
Ceremony Formation Diagram

Narrator

Seating Area

Reviewing Area

Staff



Sturgis Rd

Key Personnel List

Battalion Drill Master

Color Guard

Commander Of Troops

Battalion Staff

Adjutant

Company Commanders

Company Guides

Platoon Commanders

Platoon Sergeants

Platoon Guides

Squad Leaders

Award Recipient

Band Leader

Narrator

NCO Sword Bearer

Flower Bearers

Communications SNCO

Flag Presentation Member (8)

ENCLOSURE (3)